Child Arrival & Departures Policy

1. INTRODUCTION

To ensure the ongoing safety of all children attending a LSA Camp, the safe management of their arrival and departure is critical during times of transition, and at the beginning and end of the camp. The Arrival and Departures Policy assists Camp Leaders to meet their duty of care in providing a safe, supervised environment.

2. POLICY

Life Skills & Adventures will ensure the arrival and departure process for children and their families is supportive, welcoming and actively fosters the elements of the relevant Learning Framework,including principles of active family collaboration. In addition, the designated supervisor/camp leader will ensure;

- The health and safety of the child is met through the implementation of the following policies and procedures;
- Enrolment and Orientation Policy
- Administration of Medication Policy
- Administration of First Aid Policy
- Anaphylaxis Policy
- Medication and Medical Conditions Policy
- Interaction with Children Policy
- Excursion and Routine Outings Policy

Children leaving the camping premise

Through vigilant supervision and by enacting the above listed policies and procedures, the designated camp leader and/or Person with Management and Control of the camp must ensure as a minimum;

- The child may only leave the relevant premises if the child—
    - (a) is given into the care of—
        - (i) a parent of the child (who are listed on the enrollment form); or
        - (ii) an authorised nominee named in the child's enrolment record; or
        - (iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or
    - (b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or
    - (c) is taken on an excursion in accordance with enrollment and booking form authorisation or
    - (d) is given into the care of a person or taken outside the premises—
        - (i) because the child requires medical, hospital or ambulance care or treatment; or
        - (ii) because of another emergency.

A child will not be permitted to leave the program unaccompanied by an authorised parent/Guardian or authorised family/friend. Refer to the LSA Unaccompanied Minor Supervision Policy.

Should the emergency contact, authorised parents/guardians or authorised nominee not be:

a. Listed on the enrolment and comes to collect the child/ren and authorisation to collect cannot be obtained by completion of camp;
b. Contactable on phone, email or sms for authorisation;
c. Does not attend the camp pick up point at the specified collection time;
d. Does not attend the camp pick up point in a fit and proper state to take care of their child/ren (i.e:affected by drugs and or alcohol or not in the state to transport their child/ren safely;

Life Skills & Adventures Personnel will;

(i) Inform the Company Director
(ii) Contact Police by dialing 000
(iii) Contact the Department of Health and Human Services Child Protection business hours: 8.45am - 5.00pm (Monday - Friday)

After hours Child Protection Emergency Service - 13 12 78

(5.00pm - 9.00am Monday - Friday, 24 hours on weekends and public holidays)

A state-wide after-hours emergency service that receives new reports, as well as concerns for existing child protection clients who are considered to be at immediate risk and require urgent after hours service.

Regulation
158 Children's attendance record to be kept by Approved provider
168 Education and Care Services must have policies and procedures

4 SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

5 ROLES and RESPONSIBILITES

Department/Area	**Role/Responsibility**
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy

6 MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.